



Preparing for Student Voice

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Student Voice

704 KAR 3:370

Student Voice is a confidential perception survey provided by the Kentucky Department of Education that is administered annually to a minimum of one (1) district-designated group of students per teacher or other professional evaluatee if the evaluatee:

- Directly instructs students throughout the school year
- Provides data on specific aspects of the instructional environment
- Provides data on specific aspects of the professional practice of the teacher or other professional evaluatee [Section 1. (32)]

Preparing for the Survey

- ▶ Review the district's Certified Evaluation Plan (CEP) to assist with the coordination and administration of the survey
- ▶ Verify the Student Voice (SV) Coordinator and Point-of-Contact (POC)
- ▶ Establish a process to meet local survey needs prior to implementation
- ▶ Determine timeline for administration of the survey(s)

Preparing for the Survey

- ▶ Identify the process for deciding the student group(s) who will participate
- ▶ Determine the procedure for communicating survey guidelines within the schools/district
- ▶ Determine the process for making necessary changes to courses and rosters within Infinite Campus (IC)
- ▶ Establish the process for Other Professional (OPGES) surveys

Preparing for the Survey

- ▶ Infinite Campus (IC) assigns default survey types for teachers statewide
- ▶ Ensure the link to the student portal for IC is available on the district and school's website ([Preparing Campus Portal](#))
- ▶ Ensure that every student has an IC portal account with username and password. ([Preparing Campus Portal](#))
- ▶ Assign tool rights to the person who will be generating/monitoring reports in IC

Preparing for the Survey

- ▶ POC will confirm the list of teachers who have a survey type and the count of students eligible to respond through the “Educators with Count”
 - Lists teachers with the count of students eligible to respond to the survey
 - Students scheduled for a minimum of **15 instructional days** prior to the generation date and who have been **in class** with the educator **within the 15 calendar days** prior will take the survey
- ▶ Monitor completion of surveys using “Educator with List of Students” report
 - Lists teachers and their grade level, names of students and testing status

Student Voice 2015–2016

Two survey windows will be accessible to districts

- FALL: To Be Determined
- SPRING: To Be Determined
- Survey windows will be open for (TBD) days

Districts may participate in one or both of the survey windows.

Student Voice 2015 – 16

- Students in grades 3 – 5 and 6–12 will be surveyed
- Kindergarten through Grade 2 *will not be surveyed*
- Surveys will be administered between the hours of 7 a.m. and 5 p.m.
- The survey must be administered at the school
- ▶ Student Voice Survey links for ASL and Spanish:
 - ASL: [3–5 ASL](#) [6–12 ASL](#)
 - Spanish: [3–5 Spanish](#) [6–12 Spanish](#)

Student Respondents for Surveys

- ▶ Teacher SV surveys may be administered through IC
- ▶ Paper/Pencil survey option is a local decision
- ▶ A district can decide that only a specific number of sections/classes **should** respond for each participating teacher – limiting the students is managed by the school
 - Schools must administer the survey(s) to only desired groups of students
 - Students may have links for teachers' surveys they should not complete
- ▶ Participating teachers must have a minimum of one section respond to the survey



Automated Teacher Assignment

- Use automated teacher assignment if the majority of the district's 3–12 teachers will be participating in the fall window
- Choose not to use the automated teacher assignment if the district is not participating in the fall window
- IC will auto-assign teachers to participate with the survey type that corresponds with the grade level of the majority of their students

Automated Teacher Assignment

- ▶ If a teacher has students in more than one level of survey questions (3–5, 6–12), the Principal (Coordinator), in collaboration with the teacher, may elect to override the default auto-assignment
- The principal will determine what level of survey to administer and manually assign the chosen survey to that teacher
- Instructions on how to “override” can be found in the [Administrator How-To Guide](#) located on the Student Voice Toolkit webpage

Automated Teacher Assignment

- Suggested to not use Automated Teacher assignment if only a small number of teachers are participating in the fall window. Choose to manually assign participants
- The district/building must provide the specific instructions and communications for those sections that will be manually assigned through an override process
- Manual assignments and overrides must be completed by district/school designee before the survey generation date (Tool Rights required to district employment tab)



Other Professional Growth and Effectiveness System

- ▶ OPGES will complete Student Voice surveys using a pen/paper format, through the use of Survey Monkey (or other online account) or through the use of Scantron. Scantron supplies are a district's financial responsibility
- ▶ OPGES will participate in either the fall or spring survey or both and will implement the survey as per the district's Certified Evaluation Plan
- ▶ OPGES Contact: Amy Jacobs, amy.jacobs@education.ky.gov
502-574-1479, ext. 4518



Requisites for Fall Survey Window

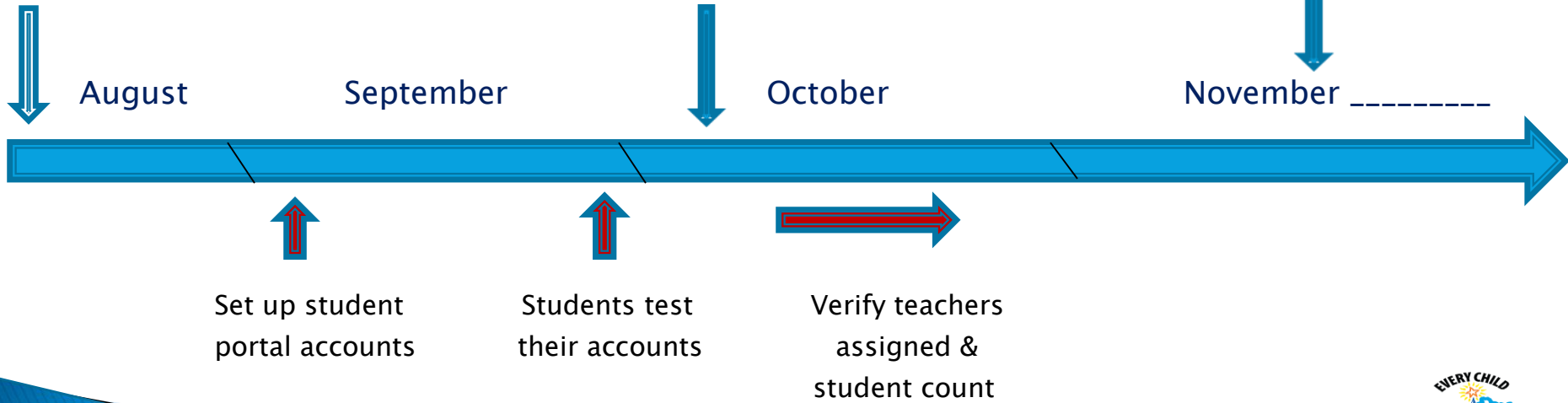
Make district/school
policy decisions & verify
the Point-Of-Contact

Infinite Campus populates
survey grade level

Assign Tool Rights

Administer Survey

Monitor progress



Contact Information

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